



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE # 5000
FORT RICHARDSON, ALASKA 99505-5000

JUN 1 2004

APVR-RRM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Blanket, Repeat and Out-of-State Orders (CG/CoS Policy #0-20)


1. Reference: AR 600-8-105
2. Purpose: To establish policies and procedures for approving and issuing blanket, repeat and out-of-state travel orders for the United States Army Alaska (USARAK) and subordinate units. The US Army Garrison will establish their own procedures for approving these types of orders.
3. Blanket travel orders are designed to facilitate worldwide travel without the requirement for individual trip orders. Issuance of these orders within USARAK is limited to the Commanding General, Aide, and the Command Sergeant Major.
4. Repeat travel orders are to facilitate multiple round-trip journeys within the state of Alaska. They are only valid for a 60 day period. Issuance and use will be closely monitored by the respective approving authority. In all cases repeat orders will be limited to those individuals who have an established requirement for short notice and/or no notice travel. The approving authority for repeat and other in-state travel orders will be limited to Brigade-level Commanders or the following primary staff/directors: CofS, G1, G2, G3, G4, G7, G8, SJA, and IG. This authority may not be sub-delegated. If the Brigade-level Commander or primary staff/director is not available, the next higher approving official will be required to sign the orders. The approving authority for the Brigade-level Commanders and primary staff is the CofS. Approving authority for the CofS is the Commanding General.
5. The approving official for all out-of-state travel orders is the CofS, with the following exceptions:
 - a. Witness travel and SJA prisoner escort. The USARAK SJA is the approval authority.
 - b. Military Training Specific Allotment (MTSA) courses. The G3 is the approval authority for MTSA courses (e.g., BNCOC, ANCOC, etc.).

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c. Emergency leave. The unit commander is the approval authority for emergency leave. The Deputy Commander may approve out-of-state travel orders when the CofS is unavailable. Submit DD Form 1610 with sufficient justification (Tasking document, brief memo, POC phone number, etc.) well in advance to facilitate a timely approval.

6. Point of contact is Harold Sharp, G8 Budget Officer, 384-2312.

A handwritten signature in black ink, appearing to read "DAVID A. WOOD", with a large, stylized flourish extending to the right.

DAVID A. WOOD
COL, GS
Chief of Staff

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